User's Manual for National Dermatology Registry (DermReg) Web Application

Tel: +603-2615 5225
Fax: +603-2698 5927
E-mail:dermreg@acrm.org.my
Website:www.acrm.org.my/dermreg

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1.0 DERMREG WEB APPLICATION MODULES

1.1 Online data access and Remote data capture

Each SDP is given right to access their own data and enter data remotely at their site via the DermReg Web Application. Depending on its right, each SDP may access one or more of the following DermReg web applications:

1. Malaysian Psoriasis Registry (MPR)
2. Diagnostic Skin Biopsy Registry (DSBR)

1.2 Real time report

Reports are generated on a real time basis based on data entered via the online data access and Remote data capture module.

1.3 Data Standard

This documents the definition of all variables in the 'MPR Notification Form', 'DLQI Adult Form', 'DLQI Children Form', and 'DSBR Notification Form'

1.4 Maintenance

This module allows user to change their password. Users are responsible to change their passwords every time they expire.

1.5 Access Control

Only authorized users can gain access to a system. Depending on the role of user, different users have different access rights to the application, i.e. some may view data only but not edit data, some may view and edit data, etc.

Timer – On top of each application, timer has been set from 30 and will decrease each time the application left idle. If the application has been left idle more than 30 minutes, the application will be logged off automatically.

Picture 1.1 *Timer*

2.0 SECURITY

Each authorised user is required to read through, understand and sign The Security Policy for DermReg Web Application before being authorised to access the application. This is to ensure that users play an active role in ensuring security of data at their level.

2.1 Policies and Practices as follows

As a good security practice, you are <u>strongly advised</u> to:

Keep your password confidential!

- **Avoid** sharing or divulging your Password to anyone. This includes any person who may appear to represent or work for the Registry. Our administrator do not request for your password at any time.

- **Avoid** using the same Web Application Password for any other web-based services such as for e-mail or for Internet Service Provider login.
- **Avoid** choosing a Password that is easily anticipated by a third party, like your NRIC number, telephone number, date of birth, etc. You should select a unique Password to make it difficult for anyone to anticipate.
- **Avoid** writing down or "saving" your Password on your browser or any other software. Memorizes your Password.
- If you suspect your Password may have been compromised, change your Password **immediately**.

Tips: *Your password is what tells the system that you are who you say you are. Because your password is like a key to your account, you need to safeguard it. Anyone who has your password can pose as you. Therefore, you may be held responsible for someone else's actions, if they are able to get your password. Do not record your passwords down, memorise them!*

Ensure you are accessing the correct website!
Never access the website via a hyperlink from an e-mail. Always enter the correct website address yourself, which is www.acrm.org.my and click on **DermReg** link.

Only access Web Application using a secure and trusted computer!

- **Never** access your Web Application on computers / devices which you have doubts with regard to security, such as those located in public places. If you have to use such computers (for example, when you are outside the office), change your password once you have access to a secure computer.
- Keep your operating system (eg. Microsoft Windows) and Internet-related software updated with the latest security patches.
- Protect your computer from viruses and malicious programs with anti-virus software and firewalls where possible. Always update your anti-virus software with the latest virus signatures.
- Always log out your Internet session by clicking on the "logout" button whenever you leave your computer, even for a short while. Do not simply close the browser window when you wish to end the Web Application session.

2.2 Access group and Access Right for DermReg users

Access Right for DermReg										
Task	Add	Update	View	Request Delete	Delete	Report			Data Download	
User Group						Own SDP	Other SDP	Aggregated Data	Own SDP	Other SDP
Manager	√	√	√	√	√	√	√	√	√	√
Doctor	√	√	√	√		√		√	√	
Nurse	√	√	√	√		√			√	
SDP Research Assistant	√	√	√	√						

Table 1.1 *Access Right for DermReg*

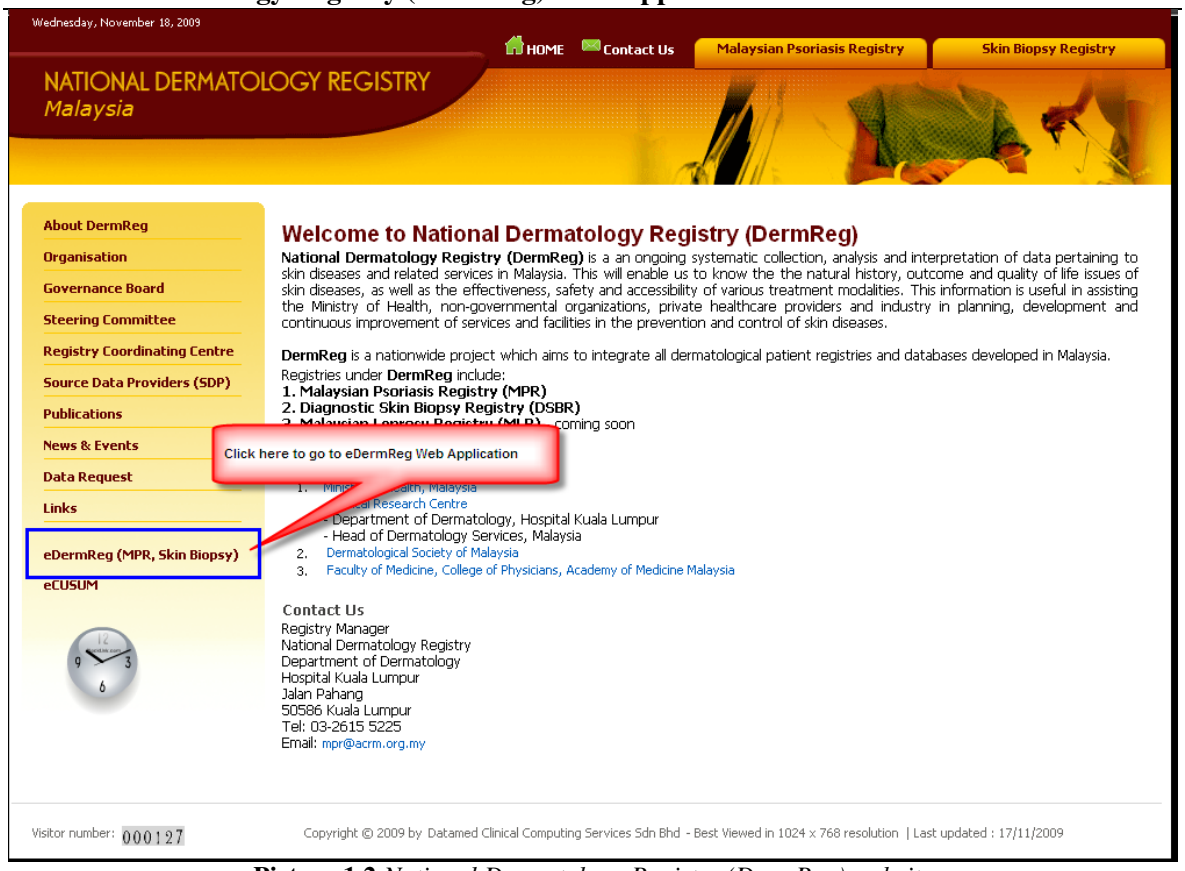
3.0 HOW TO ACCESS DERMREG WEB APPLICATION

1. Register the centre as Source Data Provider with DermReg Management, contact DermReg Manager at Tel: 03-26155225, Hospital Kuala Lumpur or email dermreg@acrm.org.my
2. Fill in the authorization list form for the purpose of access control and sign the security policy form to receive a username and password.
3. Acess to ACRM Website at http://www.acrm.org.my

ACRM
Association of Clinical Registries, Malaysia
HOME
Clinical Databases
News & Events
Contact Us
About ACRM
EXCO
Constitution
Affiliated Databases/ Registers
Renal-Dialysis
Renal-GN/SLE
Transplant
National Eye Database
Neonatal
Cardiovascular
Trauma
Diabetes
Medicines
Devices
News & Events
Meeting/ Conferences
Publications
Bibliography
Links
Online Registration
ACRM Mailing List
2007 e-Newsletter 2nd Issue
Visitor number:
030580
since 8/12/2005
Welcome to ACRM
The ACRM (Association of Clinical Registries, Malaysia) was established for the purpose of facilitating the set up and maintenance of clinical registries and databases in the country. Registry databases include information concerning demographics, diagnosis, treatment history and outcomes. A variety of output can be generated from the information collected.
In Malaysia however, there have been a lot of debatable issues surrounding clinical databases. The common problem seems to be in terms of collecting and sharing the data as well as database maintenance. Most institutions collect data for their own use. The majority of them have reservations with regards to data sharing even if it is for a common good. This is due to lack of clear policies on data sharing. These issues will remain unresolved unless measures are taken. Thus spelling the need to standardize (in both content and quality) and share databases.
This association was established to meet to those needs. It will be used as a platform to set up and maintain clinical databases for key diseases in Malaysia. It also aims to be the one stop portal where users can have access; physically and virtually to majority of clinical databases in Malaysia.
Register with us!
If you are currently involved or maybe planning to set up a clinical register or maybe interested in clinical databases, please send us an email at: contact@acrm.org.my
We also welcome participation from both individuals as well as organizations keen to link up with us!
Sign up as ACRM member today !!
NRR-Dialysis
NRR-eMRRB
NTR
NED
NCVD
NTrD
NER
DiCARE
DMR
NMUS
NMDS
Medical & Health Directory
MNNR
DermReg
NORM
NCPR
NCPR-Hematology
NCPR-NPC
NCPR-CCD
NCPR-Breast
ADCM
MyCARE
NOR
NUR
Photo Gallery
:: Contact Info ::
ASSOCIATION OF

Picture 1.1 *ACRM Home page*

4. Click on the DermReg link and the DermReg website will be displayed as show in Picture 1.1 or can access to DermReg Website at http://www.acrm.org.my/dermreg/


Wednesday, November 18, 2009
HOME
Contact Us
Malaysian Psoriasis Registry
Skin Biopsy Registry
NATIONAL DERMATOLOGY REGISTRY
Malaysia
About DermReg
Organisation
Governance Board
Steering Committee
Registry Coordinating Centre
Source Data Providers (SDP)
Publications
News & Events
Data Request
Links
eDermReg (MPR, Skin Biopsy)
eCUSUM
Click here to go to eDermReg Web Application
Welcome to National Dermatology Registry (DermReg)
National Dermatology Registry (DermReg) is a an ongoing systematic collection, analysis and interpretation of data pertaining to skin diseases and related services in Malaysia. This will enable us to know the the natural history, outcome and quality of life issues of skin diseases, as well as the effectiveness, safety and accessibility of various treatment modalities. This information is useful in assisting the Ministry of Health, non-governmental organizations, private healthcare providers and industry in planning, development and continuous improvement of services and facilities in the prevention and control of skin diseases.
DermReg is a nationwide project which aims to integrate all dermatological patient registries and databases developed in Malaysia.
Registries under DermReg include:
1. Malaysian Psoriasis Registry (MPR)
2. Diagnostic Skin Biopsy Registry (DSBR)
coming soon
- Department of Dermatology, Hospital Kuala Lumpur
- Head of Dermatology Services, Malaysia
2. Dermatological Society of Malaysia
3. Faculty of Medicine, College of Physicians, Academy of Medicine Malaysia
Contact Us
Registry Manager
National Dermatology Registry
Department of Dermatology
Hospital Kuala Lumpur
Jalan Pahang
50586 Kuala Lumpur
Tel: 03-2615 5225
Email: mpr@acrm.org.my
Visitor number: 000127
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Picture 1.2 *National Dermatology Registry (DermReg) website*

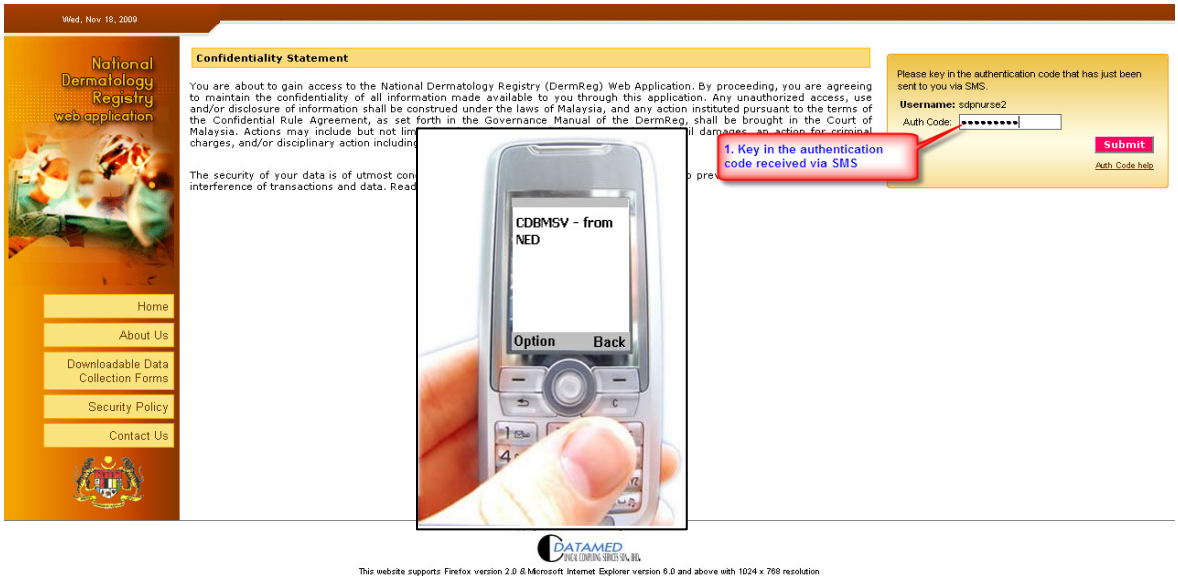
5. To go to DermReg Web application, click the DermReg button.

6. You also can go directly to eDermReg Web Application at https://www.macr.org.my/eDermReg
7. On the login page, key in the *username* and *password* in the appropriate column and then, click on the *Sign in* button.

Picture 1.3 *National Dermatology Registry (DermReg) web application - : Welcome page*

User authentication – There are two levels of user authentication. After user logs in using *Username* and *password*, an SMS containing Authentication Code will be sent to user's mobile phone. User then types in the *Auth Code* before gaining access to the system.

8. Key in the authentication code received via SMS.


Wed, Nov 18, 2009
National Dermatology Registry web application
Confidentiality Statement
You are about to gain access to the National Dermatology Registry (DermReg) Web Application. By proceeding, you are agreeing to maintain the confidentiality of all information made available to you through this application. Any unauthorized access, use and/or disclosure of information shall be construed under the laws of Malaysia, and any action instituted pursuant to the terms of the Confidential Rule Agreement, as set forth in the Governance Manual of the DermReg, shall be brought in the Court of Malaysia. Actions may include but not lim
charges, and/or disciplinary action includin
The security of your data is of utmost con
interference of transactions and data. Read
Please key in the authentication code that has just been sent to you via SMS.
Username: sdpnurse2
Auth Code:
Submit
Auth Code help
1. Key in the authentication code received via SMS
CDBMSV - from NED
Option
Back
Home
About Us
Downloadable Data Collection Forms
Security Policy
Contact Us
DATAMED
This website supports Firefox version 2.0 & Microsoft Internet Explorer version 6.0 and above with 1024 x 768 resolution

Picture 1.4 *Authentication page*

9. The next page allows the user to select from two National Dermatology Registry applications which include:
   - Malaysian Psoriasis Registry (MPR)
   - Diagnostic Skin Biopsy Registry (DSBR)

14: 49
Wed, Nov 18, 2009
National Dermatology Registry web application
Please select one of the following Applications :
Malaysia Psoriasis Registry (MPR)
Diagnostic Skin Biopsy Registry (DSBR)
LOGOUT
Home
About Us
Downloadable Data Collection Forms
Security Policy
Contact Us
Copyright © 2009 CRC. All rights reserved
DATAMED
This website supports Firefox version 2.0 & Microsoft Internet Explorer version 6.0 and above with 1024 x 768 resolution

Picture 1.5 *Application selection page*

4.0 STEP BY STEP PROCEDURE IN USING DERMREG WEB APPLICATION

4.1 Malaysian Psoriasis Registry (MPR)

Upon selecting Malaysian Psoriasis Registry (MPR) link on the application selection page, user will be directed to Patient List.

4.1.1 Navigation Toolbars

On top of MPR page there are 6 menu navigation toolbars which include:

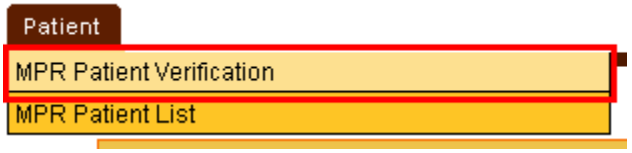
i. Home
ii. Patient
iii. Report
iv. Data Download
v. Change Password
vi. Log Out

Picture 1.6 *Menu Navigation toolbars for MPR*

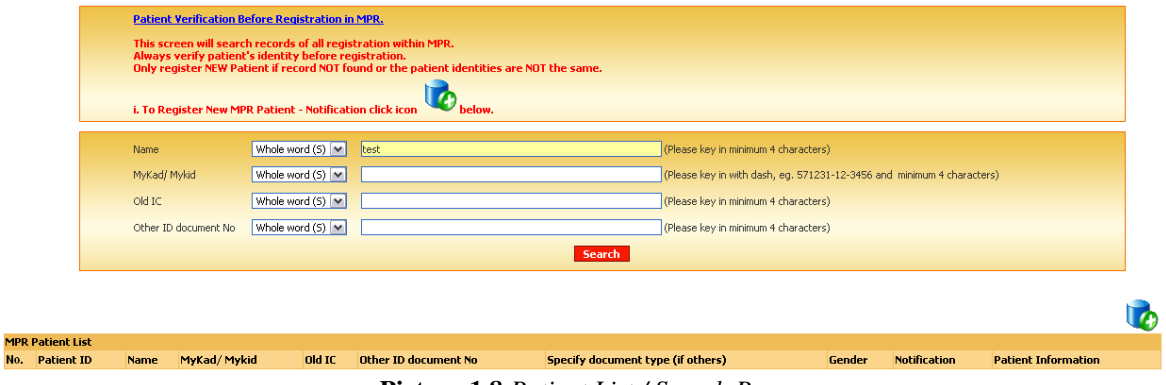
***User's can only view parts of this menu navigation toolbars depends on their group that has been assigned to them as stated in* 2.2 Access group and Access Right for DermReg users**

4.1.2 Patients Verification before Registration

Before registering a patient, please verify that patient has not been registered in the system before by clicking on Patient → MPR Patient Verification



Picture 1.7 *MPR Patient Sub Menu*

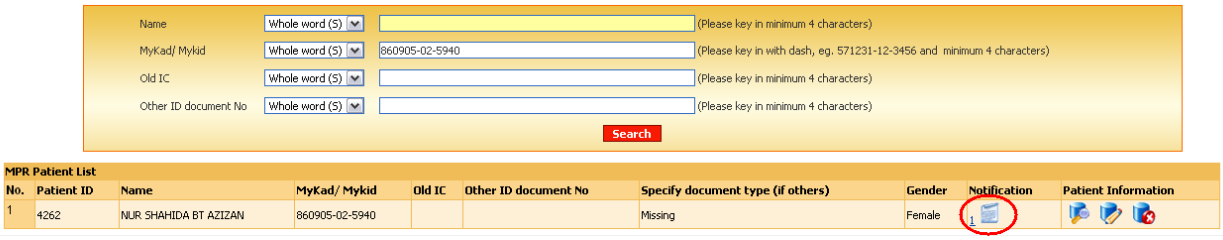

Patient Verification Before Registration in MPR.
This screen will search records of all registration within MPR.
Always verify patient's identity before registration.
Only register NEW Patient if record NOT found or the patient identities are NOT the same.
i. To Register New MPR Patient - Notification click icon below.
Name
Whole word (S)
test
(Please key in minimum 4 characters)
MyKad/ Mykid
(Please key in with dash, eg. 571231-12-3456 and minimum 4 characters)
Old IC
Other ID document No
Search
MPR Patient List
No.
Patient ID
Name
MyKad/ Mykid
Old IC
Other ID document No
Specify document type (if others)
Gender
Notification
Patient Information

Picture 1.8 *Patient List / Search Page*

In the 'Verification' section, search the patient by type in the Patient Name, MyKad/MyKid, Old IC or Other ID Document No of the patient with not less than 4 characters.

4.1.3 Register Malaysian Psoriasis Registry Form

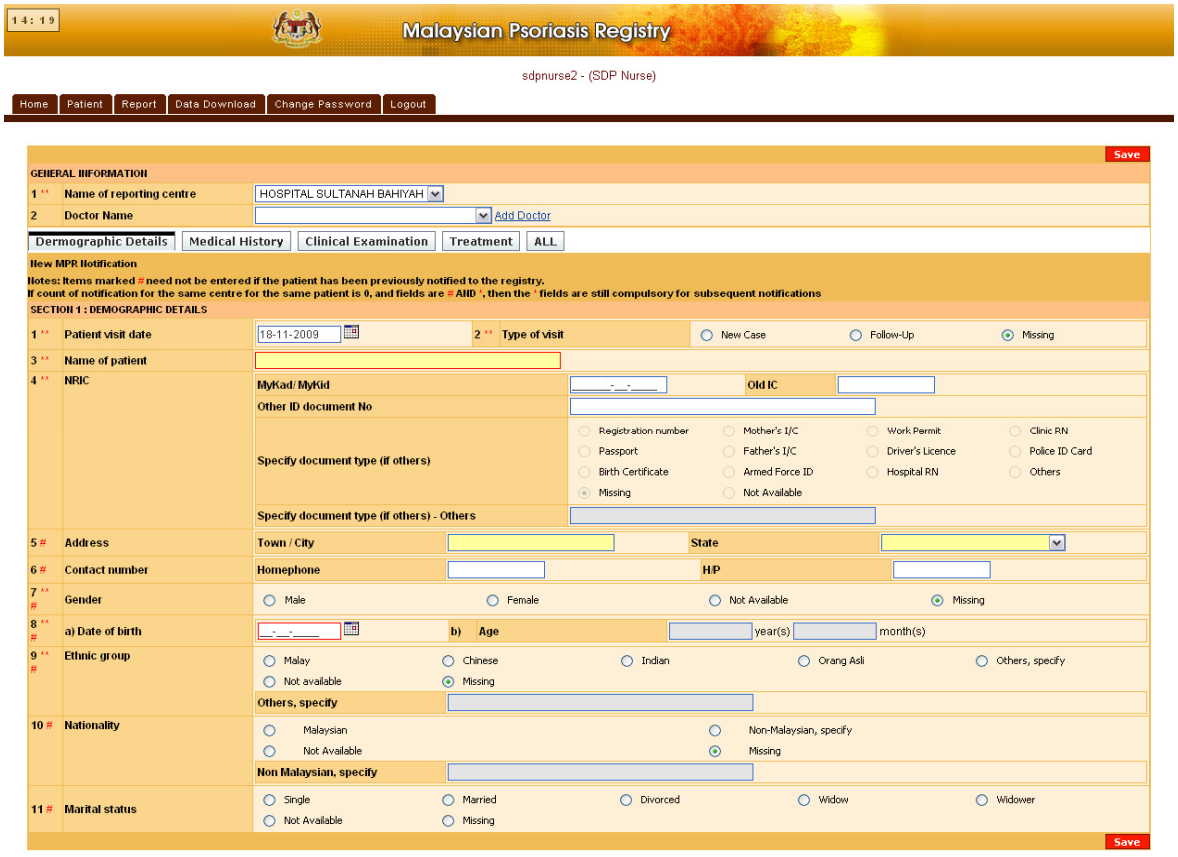
If the patient exists in the database (i.e. Patient is shown in the patient list), click on Notification button of the patient to view the list of notification for that patient.


Name
Whole word (S)
(Please key in minimum 4 characters)
MyKad/ Mykid
Whole word (S)
860905-02-5940
(Please key in with dash, eg. 571231-12-3456 and minimum 4 characters)
Old IC
Whole word (S)
(Please key in minimum 4 characters)
Other ID document No
Whole word (S)
(Please key in minimum 4 characters)
Search
MPR Patient List
No. | Patient ID | Name | MyKad/ Mykid | Old IC | Other ID document No | Specify document type (if others) | Gender | Notification | Patient Information
1 | 4262 | NUR SHAHIDA BT AZIZAN | 860905-02-5940 | | | Missing | Female

If patient doesn't exist (i.e. Patient is NOT shown in the patient verification list), click on the blue icon in Picture 1.8 to register a new patient.

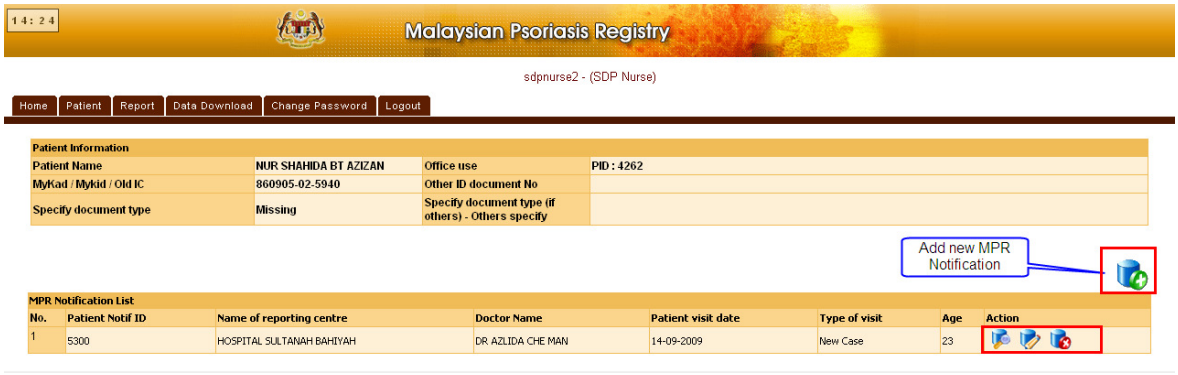
After click on blue icon, user will be brought to Malaysian Psoriasis Registry Form as shown in Picture 1.9.

The Malaysian Psoriasis Registry Form consists of 5 different sections that need to be filled in.
Note: Please be informed that field with ** symbols are mandatory field.
Symbol # indicate the field will be auto filled for subsequent notification data entered based on the 1st notification.



Picture 1.9 *Malaysian Psoriasis Registry Form*

After completed the form, click on the Save button to save the data into the database. Upon clicking the save button, user will be directed to the Patient List



Picture 1.10 *MPR Notification Form List*

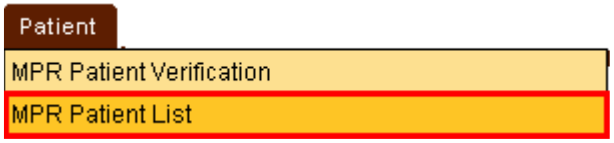
To view patient's information entered in MPR Notification form, click on the blue View icon on MPR Notification List.

To update the patient's information in MPR Notification form, click on the blue Update icon on MPR Notification List.

To delete a patient's MPR record, click on the blue request delete icon on MPR Notification List.

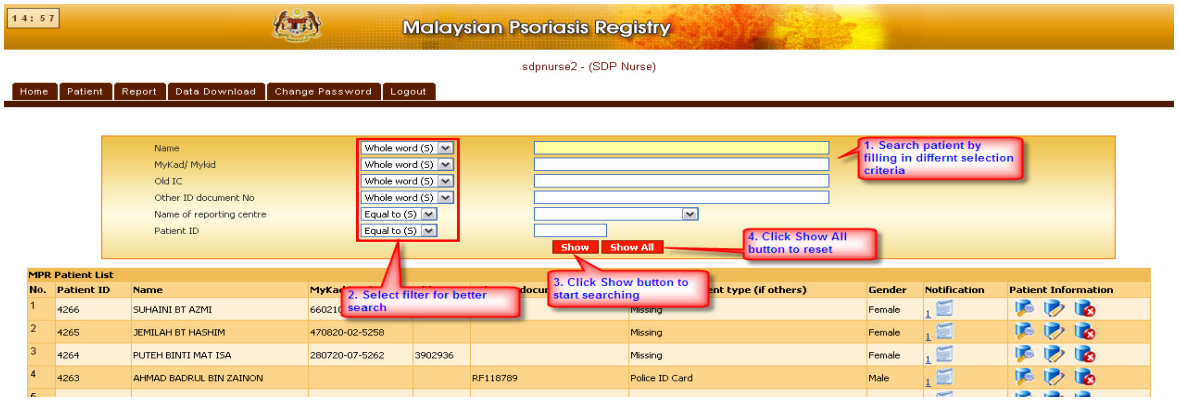
4.1.4 Patient List

To search for a patient, select 'MPR Patient List' under the Patient sub menu.



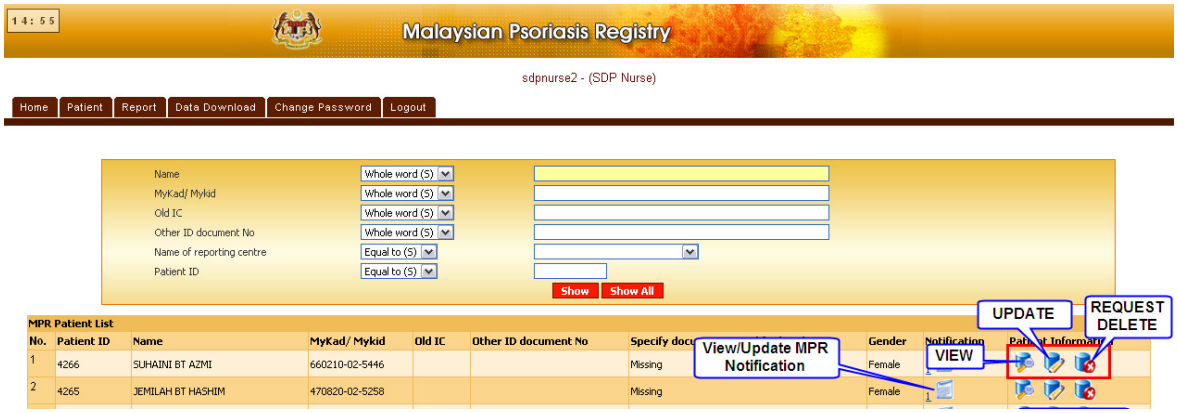
Picture 1.11

In this page, user can view and search for the patients records within the user's centre.



Picture 1.12 *Patient List / Search*

In the 'Search' section, search the patient by filling in the different selection criteria, then select the filters for easy searching and click the Show button to start searching. Result will be shown in the Patient List. Click the Show All button to reset the searching. Please refer Picture 1.12



Picture 1.13 *Patient List / Search*

To View Patient Particulars, click on the blue View icon

To update the patient's form, click on the blue Update icon .

To View/Update MPR Notification data, click on the MPR Notification icon

To request delete a patient's Malaysian Psoriasis Registry form record, click on the blue request delete icon . Fill in the Reason for request delete and click the button .

Picture 1.14 *Request Delete section*

Note: *Only manager can delete a record that has been requested to delete by user. IF user has request to delete wrong form, user can call the manager to undo the pending request delete.*

4.1.5 Report

Users are able to access to Real time analysis of Report (based on unclean data).

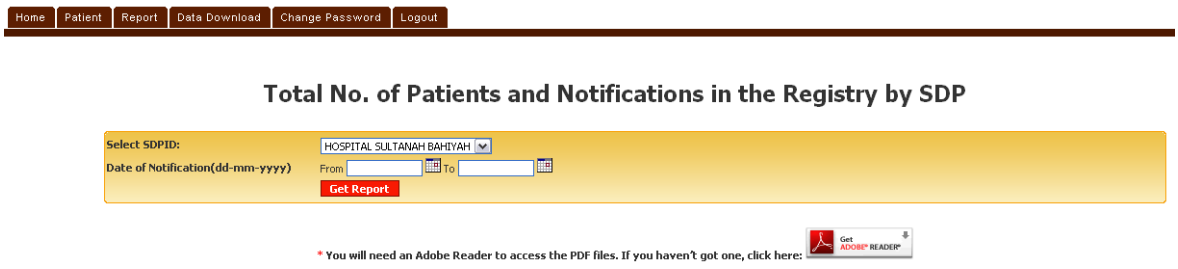
14:53
Malaysian Psoriasis Registry
sdpnurse2 - (SDP Nurse)
Home
Patient
Report
Data Download
Change Password
Logout
Report For MPR (Malaysian Psoriasis Registry)
Listing
1 Total No. of Patients and Notifications in the Registry
2 Total No. of Patients and Notifications in the Registry by SDP
3 Total No. of Notifications From Each Centre
4 No. of Notifications Per Patient
5 Distribution by Sex
6 Distribution by Ethnic group
7 Age of Onset of Psoriasis
8 Interval from Onset to Diagnosis
9 Family History of Psoriasis for First Notification
10 Family Members Who Have Psoriasis for First Notification
11 History of Aggravating Factors
12 Aggravating Factors of Psoriasis
13 Number of Clinic Visits Due to Psoriasis in the last 6 months for First Notification
14 No. of Days Off Work Due to Psoriasis in the last 6 months for First Notification
15 No. of Hospital Admissions Due to Psoriasis in the last 6 months for First Notification
16 Other Concomitant Diseases for First Notification
17 Body Mass Index (BMI) for First Notification
18 Body Mass Index (BMI) By Group for First Notification
19 Type of Psoriasis at First Notification
20 Type of Psoriasis at All Notification
21 Joint Disease
22 Type of Joint Disease for First Notification
23 Nail Involvement
24 Nail Features of Psoriasis
25 Topical Therapy for First Notification
26 Phototherapy for First Notification
27 Phototherapy By Type for First Notification
28 Systemic Therapy for First Notification

Picture 1.15 *Report*

To view the report, click on the Report navigation toolbar as shown in Picture 1.15. User must have Adobe Reader to view the reports.

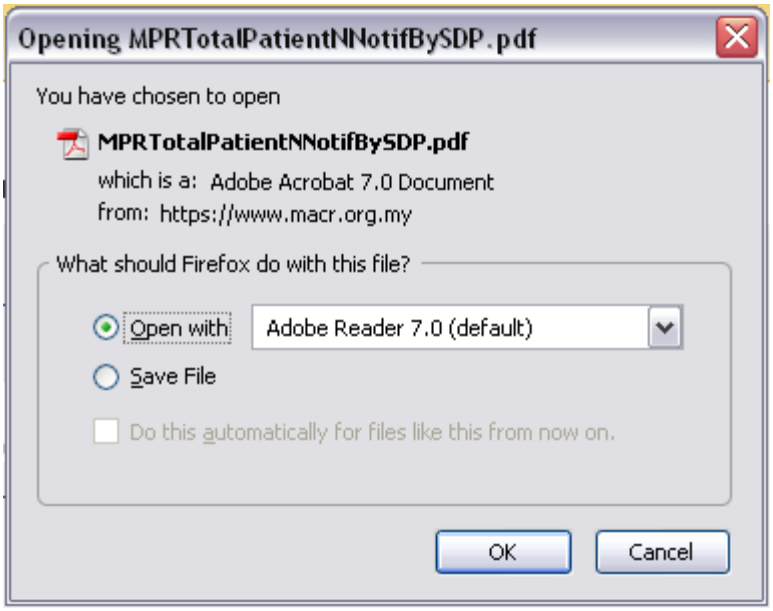
***Note**: Only those that have the access right can view reports as stated in 2.2 Access group and Access Right for DermReg users.*

Click on "Total No. of Patients and Notifications in the Registry by SDP". The Report selection page is displayed as shown in Picture 1.16. Set the range of *Date of Notification* and then click on the Get Report button to obtain a PDF copy of the report.



Picture 1.16 *Patient Listing Report Selection page*

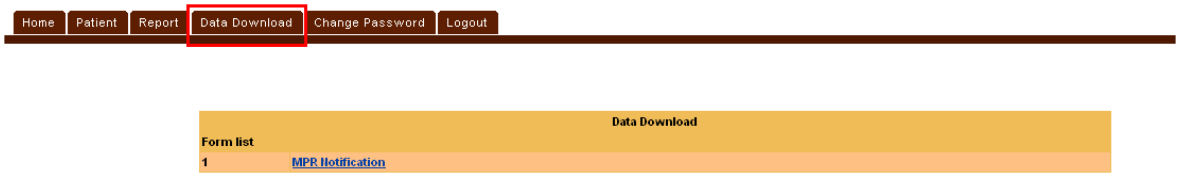
A dialog boxes for saving the report or open the report will appear as shown in Picture 1.17.



Picture 1.17 *Dialog box*

4.1.6 Data Download

Data entered in MPR form are downloadable.



Picture 1.18 *Data Download menu*

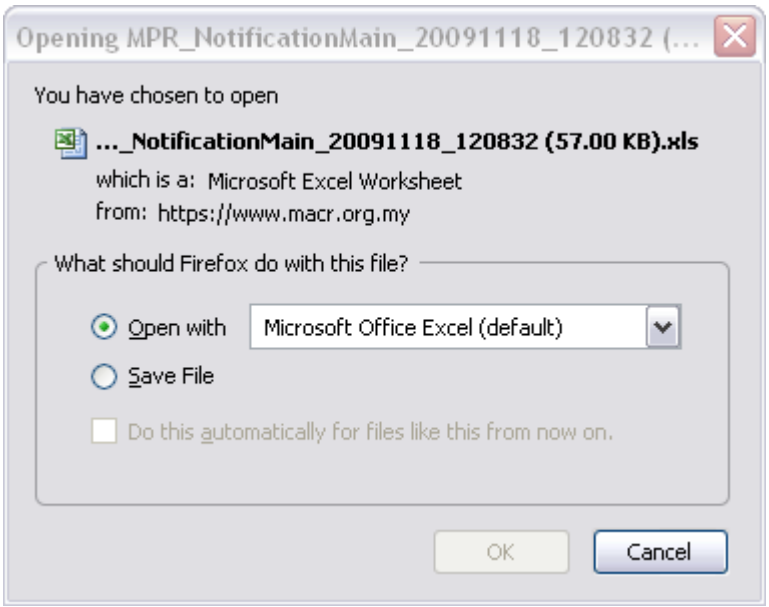
***Note**: Only those that have the access right can view reports as stated in 2.2 Access group and Access Right for DermReg users.*

Upon clicking any of the Data download sub menu, user will be brought to the downloadable form where each fields are in checkbox.

Picture 1.19 *MPR downloadable forms*

Check the checkbox for the desired field that need to be download. Use the search function to filter the downloadable data. Click Submit button.

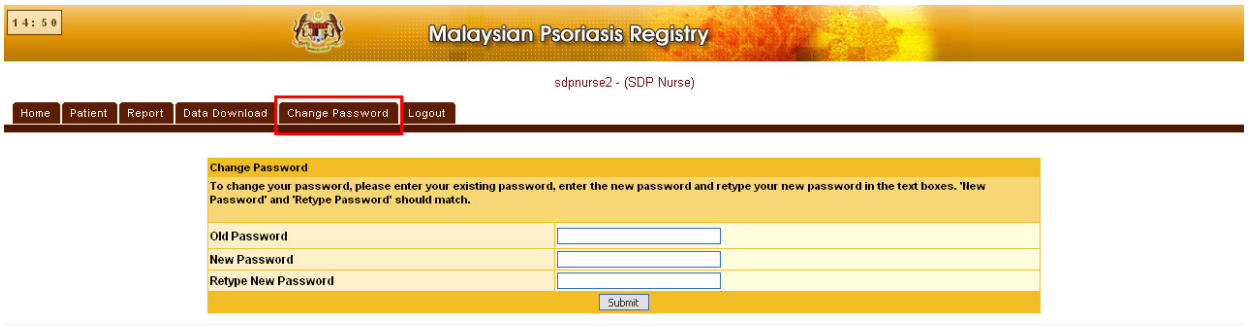
A dialog box for saving the data download or open the data download will appear as shown in Picture 1.20.



Picture 1.20 *Dialog box*

4.1.7 Change Password

To change the password, click on the 'Change Password' menu toolbar, fill in the details as below and click the Submit button.



Picture 1.21 *Change Password page*

Picture 1.22 *Result page for Change Password*

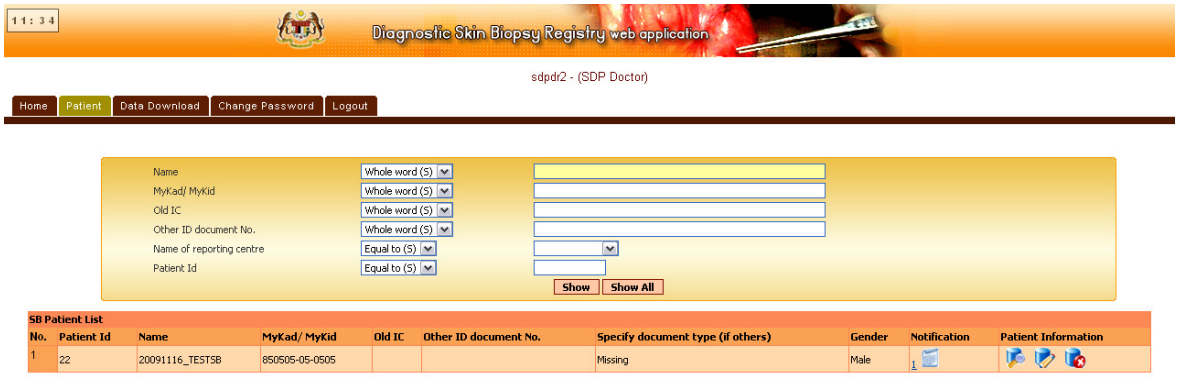
4.1.8 Logout

To logout from MPR, click on 'Logout' menu bar.

Picture 1.23 *Logout Menu Bar*

4.2 Diagnostic Skin Biopsy Registry (DSBR)

Upon selecting Diagnostic Skin Biopsy Registry link on the application selection page, user will be directed to Skin Biopsy Patient List.



***Picture* 1.23** *Skin Biopsy Patient List*

4.2.1 Navigation Toolbars

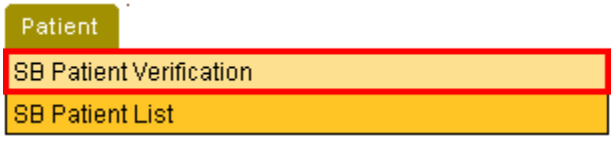
On top of Diagnostic Skin Biopsy page there are 5 menu navigation toolbars which include:

i. Home
ii. Patient
iii. Data Download
iv. Change Password
v. Log Out

Picture 1.24 *Menu Navigation toolbars for DSBR*

User's can only view parts of this menu navigation toolbars depends on their group that has been assigned to them as stated in 2.2 Access group and Access Right for DermReg users

4.2.2 Skin Biopsy Patient Verification before Registration



Picture 1.25 *DSBR Patient Sub Menu*

Before registering a patient, please verify that patient has not been registered in the system before by clicking on Patient → SB Patient Verification

Picture 1.25 *Skin BiopsyPatient List / Search Page*

In the 'Verification' section, search the patient by type in the Patient Name, MyKad/MyKid, Old IC or Other ID Document No of the patient with not less than 4 characters.

4.2.3 Register Diagnostic Skin Biopsy Registry Form

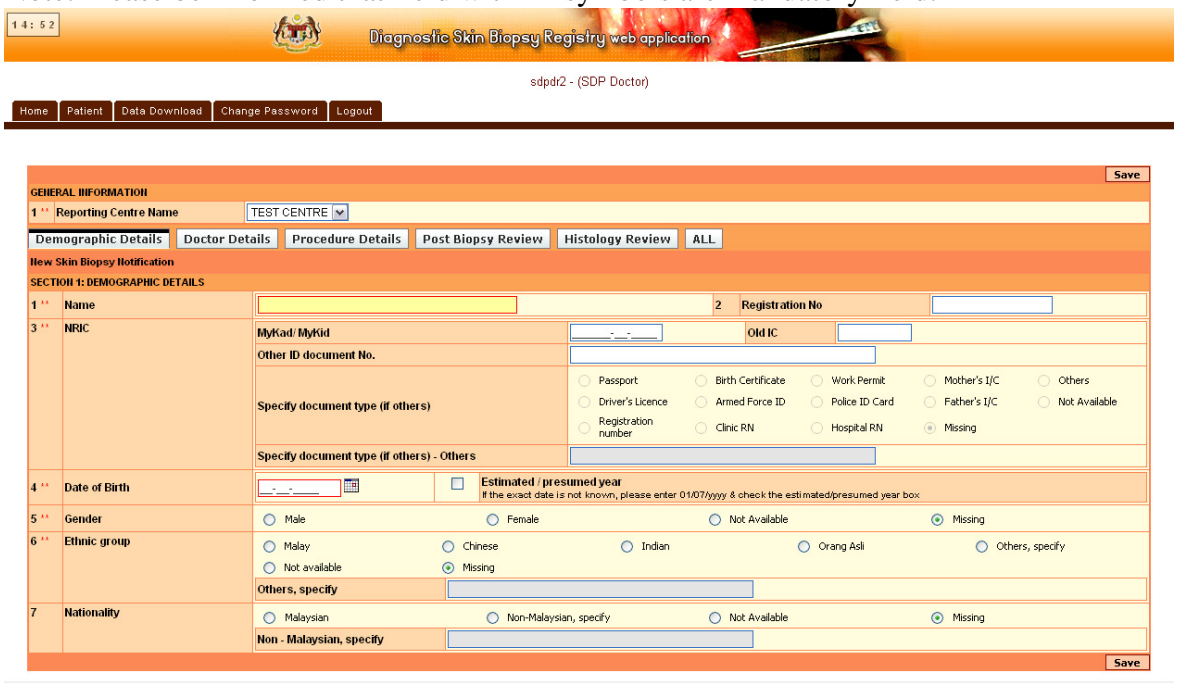
If the patient exists in the database (i.e. Patient is shown in the patient list), click on Notification button of the patient to view the list of notification for that patient.

If patient doesn't exist (i.e. Patient is NOT shown in the patient verification list), click on the blue icon in Picture 1.8 to register a new patient.

After click on blue icon, user will be brought to Malaysian Psoriasis Registry Form as shown in Picture 1.9.

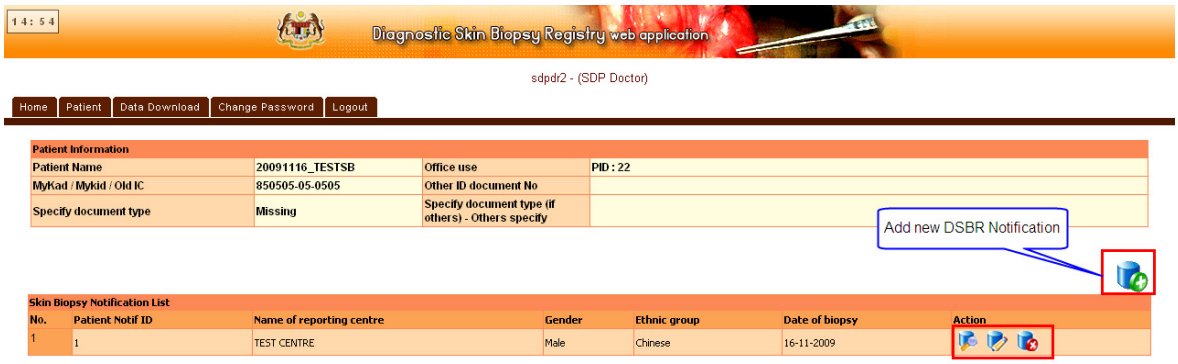
The Malaysian Psoriasis Registry Form consists of 5 different sections that need to be filled in.

Note: Please be informed that field with ** symbols are mandatory field.



Picture 1.26 *Diagnostic Skin Biopsy Registry Form*

After completed the form, click on the Save button to save the data into the database. Upon clicking the save button, user will be directed to the Patient List



Picture 1.27 *DSBR Notification Form List*

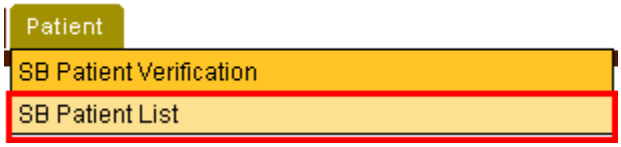
To view patient's information entered in DSBR Notification form, click on the blue View icon on DSBR Notification List.

To update the patient's information in DSBR Notification form, click on the blue Update icon on DSBR Notification List.

To delete a patient's DSBR record, click on the blue request delete icon on DSBR Notification List.

4.2.4 Skin Biopsy Patient List

To search for a patient, select 'SB Patient List' under the Patient sub menu.



Picture 1.28

In this page, user can view and search for the patients records within the user's centre.

Picture 1.29 *Skin Biopsy Patient List / Search*

In the 'Search' section, search the patient by filling in the different selection criteria, then select the filters for easy searching and click the Show button to start searching. Result will be shown in the Patient List. Click the Show All button to reset the searching. Please refer Picture 1.29

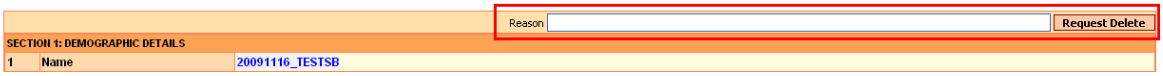
Picture 1.30 *Skin Biopsy Patient List / Search*

To View Patient Particulars, click on the blue View icon

To update the patient's form, click on the blue Update icon .

To View/Update DSBR Notification data, click on the DBSR Notification icon

To request delete a patient's Diagnostic Skin Biopsy Registry form record, click on the blue request delete icon . Fill in the Reason for request delete and click the button .

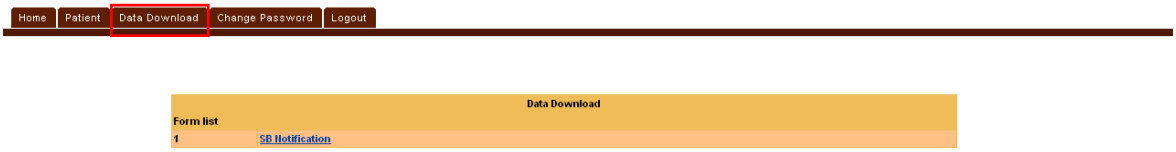


Picture 1.31 *Request Delete section*

Note: *Only manager can delete a record that has been requested to delete by user. IF user has request to delete wrong form, user can call the manager to undo the pending request delete.*

4.2.5 Data Download

Data entered in DSBR form are downloadable.



Picture 1.32 *Data Download menu*

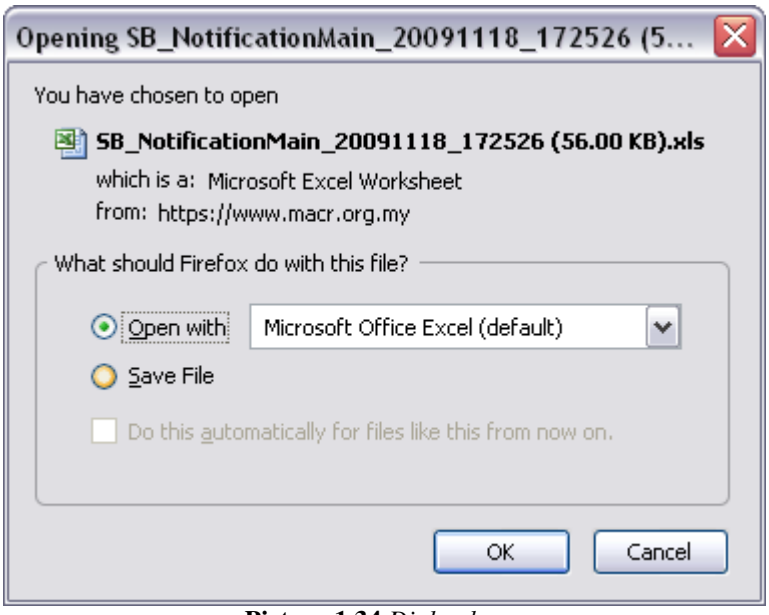
Note*: Only those that have the access right can view reports as stated in 2.2 Access group and Access Right for DermReg users.*

Upon clicking any of the Data download sub menu, user will be brought to the downloadable form where each fields are in checkbox.

Picture 1.33 *DSBR downloadable forms*

Check the checkbox for the desired field that need to be download. Use the search function to filter the downloadable data. Click Submit button.

A dialog box for saving the data download or open the data download will appear as shown in Picture 1.34



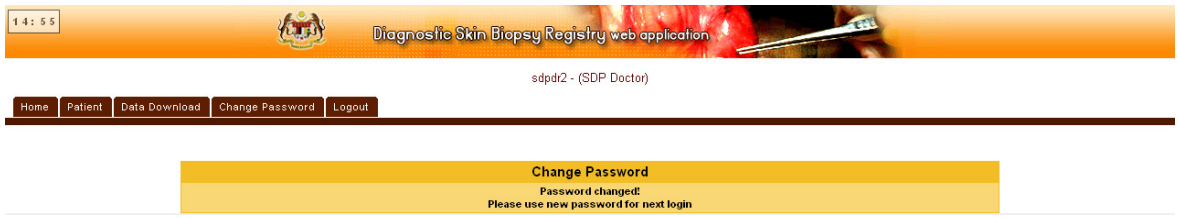
Picture 1.34 *Dialog box*

4.2.6 Change Password

To change the password, click on the 'Change Password' menu toolbar, fill in the details as below and click the Submit button.

14:44
Diagnostic Skin Biopsy Registry web application
sdpdr2 - (SDP Doctor)
Home
Patient
Data Download
Change Password
Logout
Change Password
To change your password, please enter your existing password, enter the new password and retype your new password in the text boxes. 'New Password' and 'Retype Password' should match.
Old Password
New Password
Retype New Password
Submit

Picture 1.35 *Change Password page*



Picture 1.36 *Result page for Change Password*

4.2.7 Logout

To logout from DSBR, click on 'Logout' menu bar.

Picture 1.37 *Logout Menu Bar*

5.0 HELP DESK SUPPORT

Note: The DermReg User's Manual is subjected for amendment in future for better quality of DermReg.

For assistance in completing your application or if you experience technical difficulties using this site, including problems related to data entry, please contact:

1) The Registry Manager

Phone: +603-2615 5225
Fax: +603-2698 5927
Email: dermreg@acrm.org.my
Address: National Dermatology Registry,
Department of Dermatology,
Hospital Kuala Lumpur,
Jalan Pahang,
50586 Kuala Lumpur.

OR

2) The IT Administrator at: Tel: 603-4044 0615 ext 1216

6.0 DERMREG DATA ENTRY PROCESS

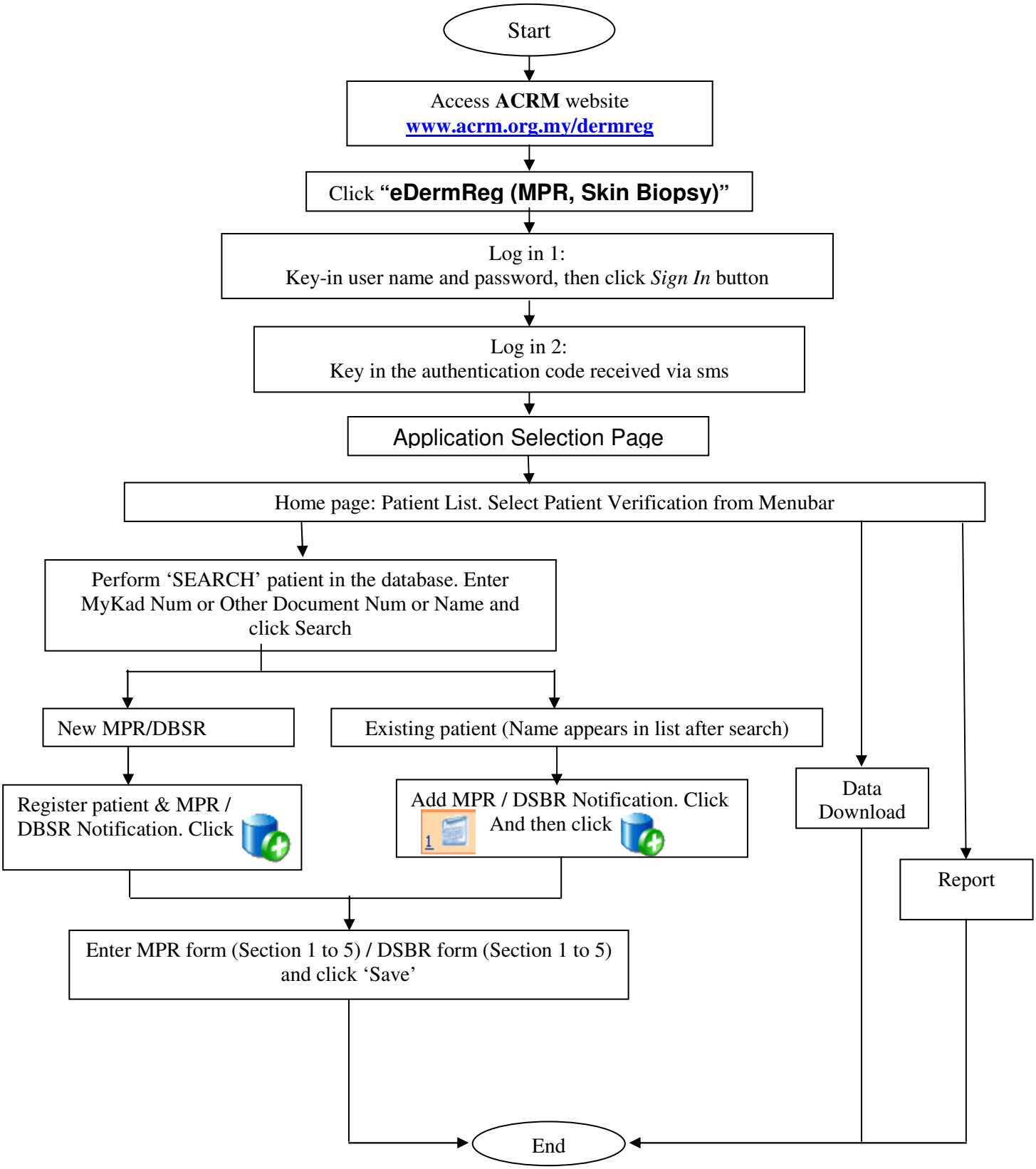

Start
Access **ACRM** website
www.acrm.org.my/dermreg
Click "eDermReg (MPR, Skin Biopsy)"
Log in 1:
Key-in user name and password, then click *Sign In* button
Log in 2:
Key in the authentication code received via sms
Application Selection Page
Home page: Patient List. Select Patient Verification from Menubar
Perform 'SEARCH' patient in the database. Enter MyKad Num or Other Document Num or Name and click Search
New MPR/DBSR
Existing patient (Name appears in list after search)
Register patient & MPR / DBSR Notification. Click
Add MPR / DSBR Notification. Click
And then click
Data Download
Report
Enter MPR form (Section 1 to 5) / DSBR form (Section 1 to 5) and click 'Save'
End

Diagram 1.2 *DermReg User's Manual Flow*